



# City of Williams

## Building Department

### **WHAT IS A BUILDING PERMIT?**

A Building Permit is an official document issued by the Chief Building Inspector or his representative, authorizing performance of a specified building activity.

### **WHY DO WE NEED A BUILDING PERMIT?**

Our laws are designed to maintain the quality of our community through reasonable requirements. Building Permits are necessary for the health, safety and welfare of our citizens. They insure that construction within the City of Williams complies with the International Building Codes relating to construction, alteration, repair and demolition of buildings and structures.

A Building Permit insures that a minimum safe standard is met, through scheduled inspections of the job site by the Building Inspectors. The number of inspections needed varies with the complexity of the job. If you do not obtain a Building Permit (required by law) prior to starting your project, you can be fined double the permit fee. This fine could be as much as \$300.00 per day for failure to obtain the required permit, once you have been notified of the need to have a permit for your project.

### **WHO NEEDS TO OBTAIN A BUILDING PERMIT?**

Homeowners, contractors or developers who build or improve any structure used or intended for supporting or sheltering any use or occupancy must obtain a Building Permit. It is required for all construction work, ranging from a fence or room addition by a homeowner to a major development.

### **HOW IS A BUILDING PERMIT OBTAINED?**

Along with a Building Permit Application form, the following items must be submitted for review by the Building Inspector.

1. Plot Plan
2. Footing and Foundation drawing
3. Structural plan
4. Floor plan showing electrical, plumbing layout and heating source
5. Roof Plan
6. Elevations drawing
7. Typical cross sections
8. Any other supporting documentation required or requested

### **HOW LONG DOES IT TAKE FOR A PERMIT TO BE APPROVED?**

This varies with the department's workload, but on an average the Plan Review and Permit will be done within ten (10) working days. The Chief Building Inspector will send you a packet requiring any necessary information or changes needed, fee invoice and to pick up (pull) your permit.

### **ARE THERE FEES INVOLVED?**

Yes. There are several fees required, depending upon the type and amount of work to be done. Because fees are subject to change, actual amounts are not listed, but one should be aware of the following possible expenses.

### **PERMIT FEES:**

Permit Application Deposit-Non-refundable (Residential or Commercial)

New Residential----- \$500.00

Commercial----- \$500.00

Remodel / Addition--\$100.00

Building Plan Review Fee

Building Permit Fee

Plumbing Permit Fee

Electrical Permit Fee

Mechanical Permit Fee

Water and Sewer Connection Fees

Water and Sewer Impact Fees

Development Impact Fees

Grading Permit Fee

### **ARE THERE TIME RESTRAINTS ON MY PERMIT APPLICATION AND PERMITS?**

Yes. Once you have been notified that your permit application has been accepted, you have (90) ninety days to address and resolve all application and plan issues, pay for and pick up your permit or your deposit will be forfeited. If your application deposit is forfeited, you will be required to re-submit a new application and deposit for review.

Once you have paid for your permit and picked up your plans, you have 180 days to start work on your project and continue to completion. If at any time during construction, you stop work for more than 180 days without some significant progress your building permit will be revoked. If your permit is revoked, you will need to submit a continuation of work request, in writing to the Building Inspector, in order to proceed forward with your project. Building Permits are valid for 1 year. Extension request in writing explaining your situation will be reviewed for extension.